

FFAS

HANDBOOK

Organizational Proposals and Operating Relationships

For All FAS Offices, RMA Offices, and FSA Offices
Except County Offices

SHORT REFERENCE

1-PM
(Revision 4)

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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Farm Service Agency
Washington, DC 20250

**Organizational Proposals and
Operating Relationships
1-PM (Revision 4)**

Amendment 1

Approved by: Deputy Administrator, Management



Amendment Transmittal

A Reasons for Revision

This revision:

- consolidates 1-PM and 1-AO
- updates procedures for requesting and documenting changes in organizational structures and functional statements
- provides Agency organization charts documenting operating relationships.

B Obsolete Material

The following handbooks are obsolete:

- 1-AO (Rev. 11)
- 1-PM (Rev. 3).

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Part 1 Basic Provisions

1 Overview

A Handbook Purpose

This handbook prescribes procedures for requesting and documenting changes in:

- organizational structures
- functional statements.

B Responsibility

HRD has the authority and responsibility for the FFAS organization program policy and procedures.

C Organization Policy

It is the policy of FFAS to:

- organize all levels to achieve the mission and program goals of FSA, FAS, and RMA in the most efficient, effective, and economical manner possible
- make clear functional statements
- delegate authority so that decisions are made at the lowest possible organizational level consistent with effective managerial control.

2 Authority and Related References

A Source of Authority

DR 1010-1 is the primary authority concerning the development and approval of organizational proposals.

B Related Handbooks

Handbooks related to organizational proposals and operating relationships include 2-PM for position management.

3-17 (Reserved)

Part 2 Developing Organizational Proposals

18 Responsibilities for Establishing FFAS Organizations

A Administrator Responsibilities

The Administrators of FSA, FAS, and RMA:

- are responsible for the overall alignment of their respective functions
- provide final approval of organizational or functional changes for units reporting to each Office of the Administrator.

B DAM Responsibilities

DAM provides concurrence of organizational and functional changes for all offices in FSA, FAS, and RMA.

C Other Deputy Administrator Responsibilities

FSA, FAS, and RMA Deputy Administrators review and approve organizational proposals for units under their jurisdiction.

D Director and STC Responsibilities

The following are responsible for alignment of assigned functions and initiating organizational proposals:

- Directors, FSA, FAS, and RMA headquarters divisions and staffs
- Directors, FSA, FAS, and RMA Field, Regional, and overseas posts
- Chairperson, STC.

18 Responsibilities for Establishing FFAS Organizations (Continued)

E HRD and KC-HRD Responsibilities

The following table details the responsibilities of HRD and KC-HRD in the development of FFAS organizational proposals.

Office	Responsibility
DOB and FOB	<p>Review and evaluate organizational proposals for:</p> <ul style="list-style-type: none"> • adequacy and propriety in relation to FFAS and Agency goals and objectives • clarity of functional assignments • conformance to organizational design and position management principles • adherence to USDA and FFAS regulations. <p>Prepare final documentation, including transmittal memoranda, functional statements, and organizational charts for changes requiring Agency approval for:</p> <ul style="list-style-type: none"> • FSA headquarters offices • FAS • RMA headquarters, compliance, and regional offices. <p>Prepare documentation for changes requiring USDA approval, including:</p> <ul style="list-style-type: none"> • transmittal memoranda • staffing patterns • organizational charts. <p>Provide liaison with USDA on proposed organizational or functional changes requiring USDA approval.</p> <p>Evaluate organizational structure and functions to ensure accomplishment of intended objectives and recommend changes as appropriate.</p>

18 Responsibilities for Establishing FFAS Organizations (Continued)**E HRD and KC-HRD Responsibilities (Continued)**

Office	Responsibilities
KC-HRD	<p>Review and evaluate organizational proposals for assigned organizations for:</p> <ul style="list-style-type: none"> • adequacy and propriety in relation to FFAS and Agency goals and objectives • clarity of functional assignments • conformance to organizational design and position management principles • adherence to USDA regulations. <p>Prepares final documentation, including transmittal memoranda, functional statements, organizational charts, and staffing patterns for:</p> <ul style="list-style-type: none"> • FSA: <ul style="list-style-type: none"> • APFO • KCAO • KCCO • KCFO • State and Caribbean Area Offices • RMA, DARD. <p>Submit through HRD for review and concurrence.</p>

F Current Agency Organizational Charts

See Exhibit 6 for Agency charts for FSA, FAS, and RMA reflecting reporting relationships.

19 When to Prepare Organizational Proposals

A Requirement

Prepare organizational proposals when functions or areas of responsibility are:

- established
- discontinued
- consolidated
- transferred
- realigned.

20-35 (Reserved)

Part 3 Approval of Organizational Proposals**36 Changes Requiring USDA and Agency Approval****A USDA Approval**

USDA approval is required for changes that result in:

- establishment of an agency or service
- establishment, abolishment, or transfer of:
 - an agency headquarters unit down to and including the division level or equivalent except as noted in subparagraph B
 - a unit which reports directly to the head of an agency, service, or office
 - a regional structure or office
- abolishment or transfer to another Congressional district of a unit or office outside headquarters.

B Agency Approval

Agency approval is required for:

- functional statement changes resulting in the gain or loss of a function for the following organizations:
 - FSA, FAS, and RMA headquarters offices
 - APFO, KCAO, KCCO, State and Caribbean Area Offices
 - DARD, RO's, and CRO's
- clarification of previously approved functional statements
- name changes of organizational units^{1/}
- realignment of reporting lines of divisions or staffs among top policy officials in an agency^{1/}
- consolidation of divisions which result in no changes to staffing or funding levels.^{1/}

^{1/}Requires Departmental notification if the organizational unit appears on the Agency organizational chart. See paragraph 37.

36 Changes Requiring USDA and Agency Approval (Continued)**C Changes Requiring Incidental Transfer Agreements**

ITA's are only required to support the movement of functional assignments between 2 USDA agencies or staff offices. ITA's cover personnel, funds, property, space, records, and other details that are impacted by the transfers.

Note: See DR 1010-1, Appendix D.

When there is a transfer of function between agencies or staff offices of the Department, preparation of ITA shall be the responsibility of the Agency or staff office giving up the functions. This document shall be cleared by OHRM before routing for signature.

D Required Signatures for ITA

ITA is to be signed by the following in the following order:

- head of each Agency or staff office involved in the transfer
- Under Secretary or Assistant Secretary responsible for the mission areas involved in the transfer
- Director, OO
- Director, OHRM
- Director, OBPA
- Assistant Secretary for Administration.

After final approval by the Assistant Secretary for Administration, OHRM shall immediately be provided a copy of ITA by the Agency giving up the functions. When an organization change requires both a reorganization proposal and ITA, ITA should accompany the reorganization proposal.

37 Requesting Organizational Changes**A Proposals Requiring Agency Approval**

The following steps are required for submission of organizational proposals.

Step	Action
1	The requesting office submits to HRD or KC-HRD, as appropriate, documentation describing the changes requested, including revised functional statements.
2	The servicing personnel specialist shall review proposed changes and resolve position management or organizational concerns with the requesting office.
3	Upon resolution of concerns, the documentation is finalized by HRD or KC-HRD, as appropriate, and a memorandum is submitted to the appropriate office for approval. See paragraph 38 for submission requirements.
4	Upon approval, the organization package is returned to HRD or KC-HRD for implementation.

B Proposals Requiring USDA Approval

The requesting office submits the organizational proposal according to subparagraph 38 A. Upon resolution of any concerns, HRD prepares the final proposal for submission to the Department. Proposals are submitted:

- through DAM to the appropriate Agency recommending and approving officials
- through the Under Secretary, FFAS, to the Department, for approval.

Upon approval, the organization package is returned to HRD for implementation.

38 Basic Requirements for Submitting Organizational Proposals

A Requirements for Proposals Requiring USDA Approval

Proposals shall include 1 original and 9 copies. Reorganization proposals will be signed by the Under/Assistant Secretary or General Officer and sent to the Director, OHRM. All proposals must include the following items.

Item	Requirement
1	<p>A transmittal memorandum (Exhibit 9) describing:</p> <ul style="list-style-type: none"> • changes proposed and rationale for those changes • anticipated changes to the Agency's budget, including cost increases and source of funding or cost savings • one-time costs associated with the reorganization, including relocation costs, severance pay, buyouts, retraining, outplacement services, and lease termination costs • prior congressional notification when warranted, indicating who was contacted and when they were contacted.
2	<p>An organization chart with the original signatures of the Agency head and the appropriate Under/Assistant Secretary or the Chief Financial Officer.</p> <p>Note: See Exhibit 11 for an example of a proposed Agency organization chart.</p>
3	<p>Revised functional statements for all impacted units, down to and through the division level.</p> <p>Note: See Exhibit 13 for preparation of functional statements.</p>
4	Revised Delegations of Authority (7 CFR Part 2) when warranted.
5	<p>A staffing table showing position information for each unit affected by the reorganization.</p> <p>Note: See Exhibit 15 for an example of a completed staffing table.</p>
6	<p>A summary staffing table for those organizational units with proposed changes in positions and/or funding.</p> <p>Note: See Exhibit 17 for an example of a completed staffing summary.</p>
7	A civil rights impact analysis prepared according to DR-1010-1, Appendix A.

38 Basic Requirements for Submitting Organizational Proposals (Continued)**B Requirements for Proposals Requiring USDA Notification**

The following changes require only written notification to OHRM within 30 calendar days of the change. Notification is required to ensure that the Department's organization records are current. Changes requiring notification include the following:

- name changes of division or staffs
- realignment of reporting lines of divisions or staffs among top policy officials in an agency
- consolidation of divisions that results in **no** changes to staffing or funding levels.

Documentation should accompany the notification to OHRM as follows:

- a transmittal memorandum describing the changes made

Note: See Exhibit 9 for information to be included in the transmittal memorandum.

- an organization chart with the original signatures of the Agency head and the appropriate Under/Assistant Secretary
- revised functional statements for all impacted units, down to and including the division level.

C Requirements for Proposals Requiring Agency Approval

HRD or KC-HRD shall:

- prepare a transmittal memorandum describing the rationale for the changes proposed
- attach functional statements and organizational charts
- submit the proposal through the appropriate channels for approval.

39 Exceptions to Basic Documentation Requirements

A Functions of Single Units

If the proposal is exclusively a change in the functional statement of a single unit that does not affect any other unit:

- prepare a statement of the new functional assignments
- submit the functional statement with a transmittal memorandum to servicing personnel office for clearance through the appropriate approving officials.

B Title Changes

If the proposal is exclusively a change in the title of 1 or more organizational units on an approved organizational chart and does not include changes in functional assignments:

- prepare an organizational chart reflecting desired title changes according to Exhibit 11
- submit the organizational chart with a transmittal memorandum to the servicing personnel office for clearance according to subparagraph 38 B.

40 Distributing and Filing Documentation

A DOB, FOB and KC-HRD Responsibility

The preparing office shall:

- distribute copies of approved organization proposals and functional statements
- forward a copy of the approved documentation to DOB for inclusion in the historical files
- forward copies of functional statements to DOB electronically for maintenance of electronic files.

41-52 (Reserved)

Part 4 Delegations of Authority**53 Delegations of Program Authority****A Introduction**

This part contains information about delegations of program authority during periods of key employee absence.

B Policy

Each division or staff director is delegated authority to carry out program responsibilities assigned in the current functional statement for the organization directed. This includes authority to redelegate responsibility to subordinate supervisors. This does **not** preclude the appropriate Deputy Administrator, Administrator, or other higher level official from reviewing, reversing, or modifying decisions made or actions taken.

C Designation of Acting Officials

Officials at the branch chief level and above shall designate an employee to act for them in their absence. Reasons for absences include the following:

- leave
- travel
- training
- other causes.

The designee shall have the same authorities and responsibilities as the official for whom he or she is acting, unless otherwise limited.

In emergency situations, when no designation has been made, actions shall be approved at the next higher supervisor level.

Reports, Forms, Abbreviations, and Redelegations of Authority**Reports**

None

Forms

None

Abbreviations Not in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
DARD	Deputy Administrator for Research and Development, RMA	18, 36
DOB	Domestic Operations Branch, HRD	18, 40
FOB	Foreign Operations Branch, HRD	18, 40
ITA	Incidental Transfer Agreement	36
KC-HRD	Kansas City, Human Resources Division, KCAO	18, 37, 38, 40

Redelegations of Authority

None

Definitions of Terms Used in This Handbook**Functional Statement**

A functional statement is a narrative statement of functional responsibilities assigned to an organizational unit.

Major Function

A major function is a program function that is either of the following:

- 1 of the basic purposes for the existence of an agency
- 1 of the following types of management functions:
 - budget and finance
 - management and finance
 - management analysis and improvement
 - human resources
 - management services
 - public affairs
 - planning and evaluation
 - information technology services.

Organizational Chart

An organizational chart is a block chart showing organizational echelons and reporting lines.

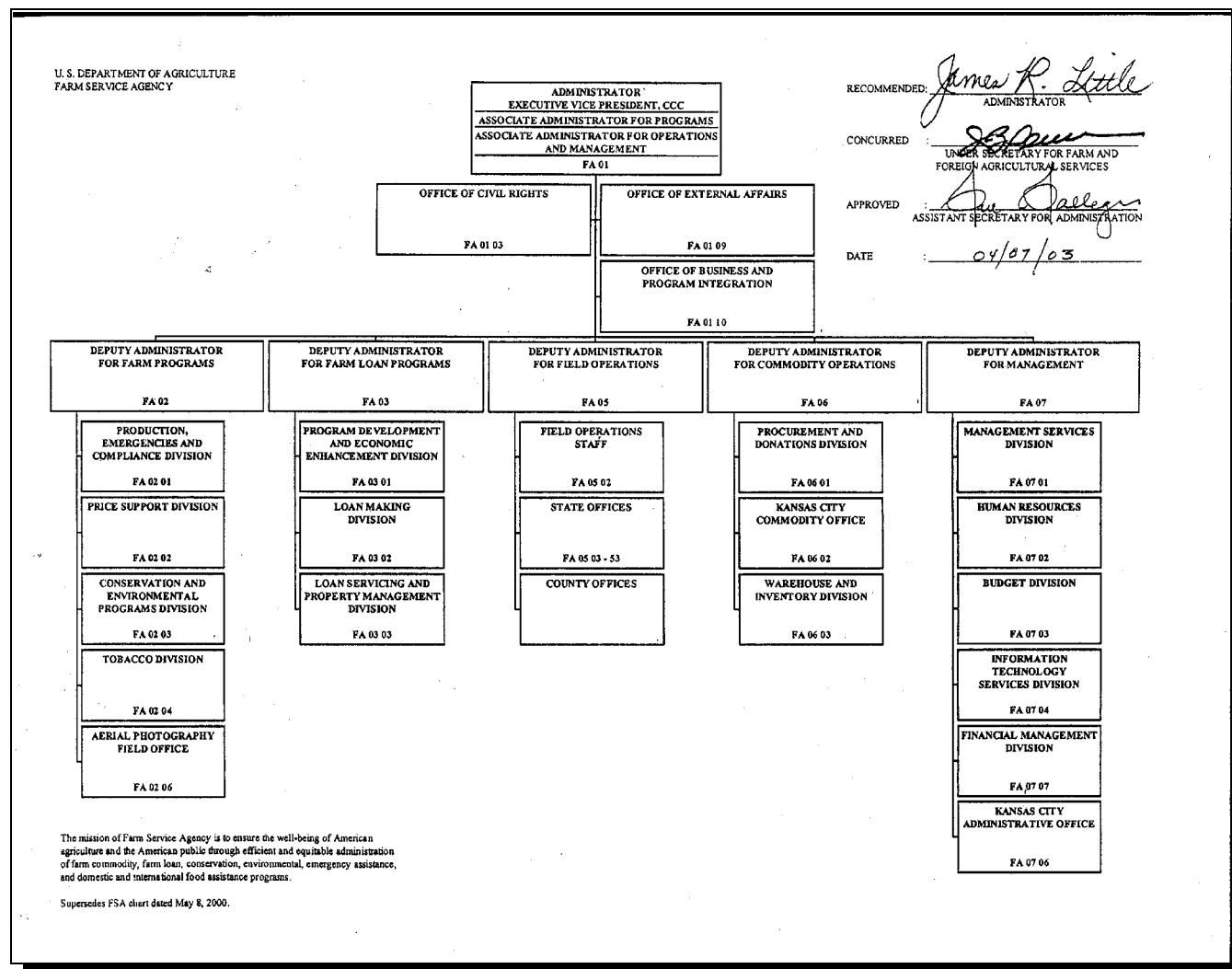
Organizational Proposal

An organizational proposal is a written plan recommending that a change be made to an office's organizational structure or functional responsibility.

Approved Organizational Charts for FSA, FAS, and RMA

A Approved FSA Organizational Chart

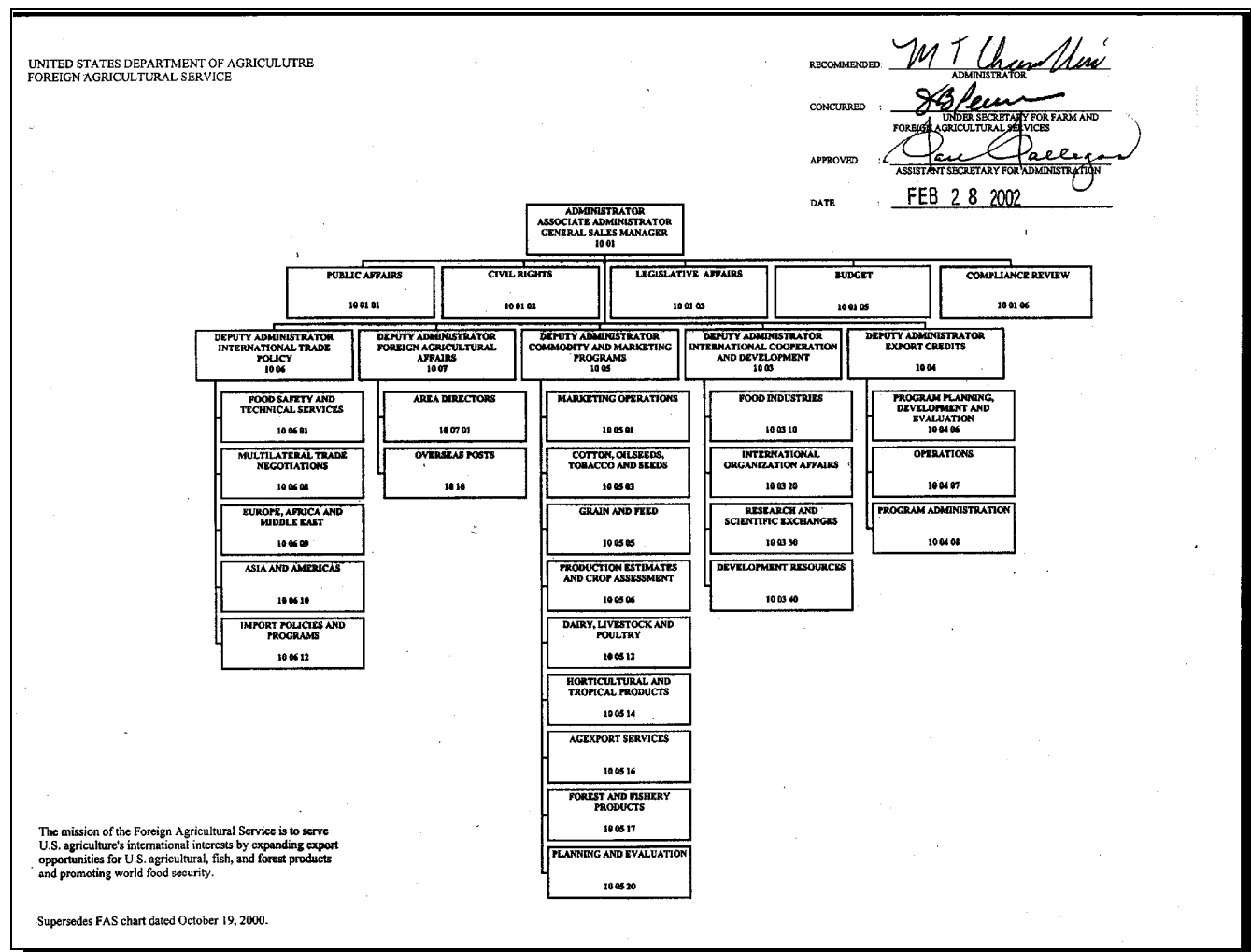
Following is the FSA organizational chart.



Approved Organizational Charts for FSA, FAS, and RMA (Continued)

B Approved FAS Organizational Chart

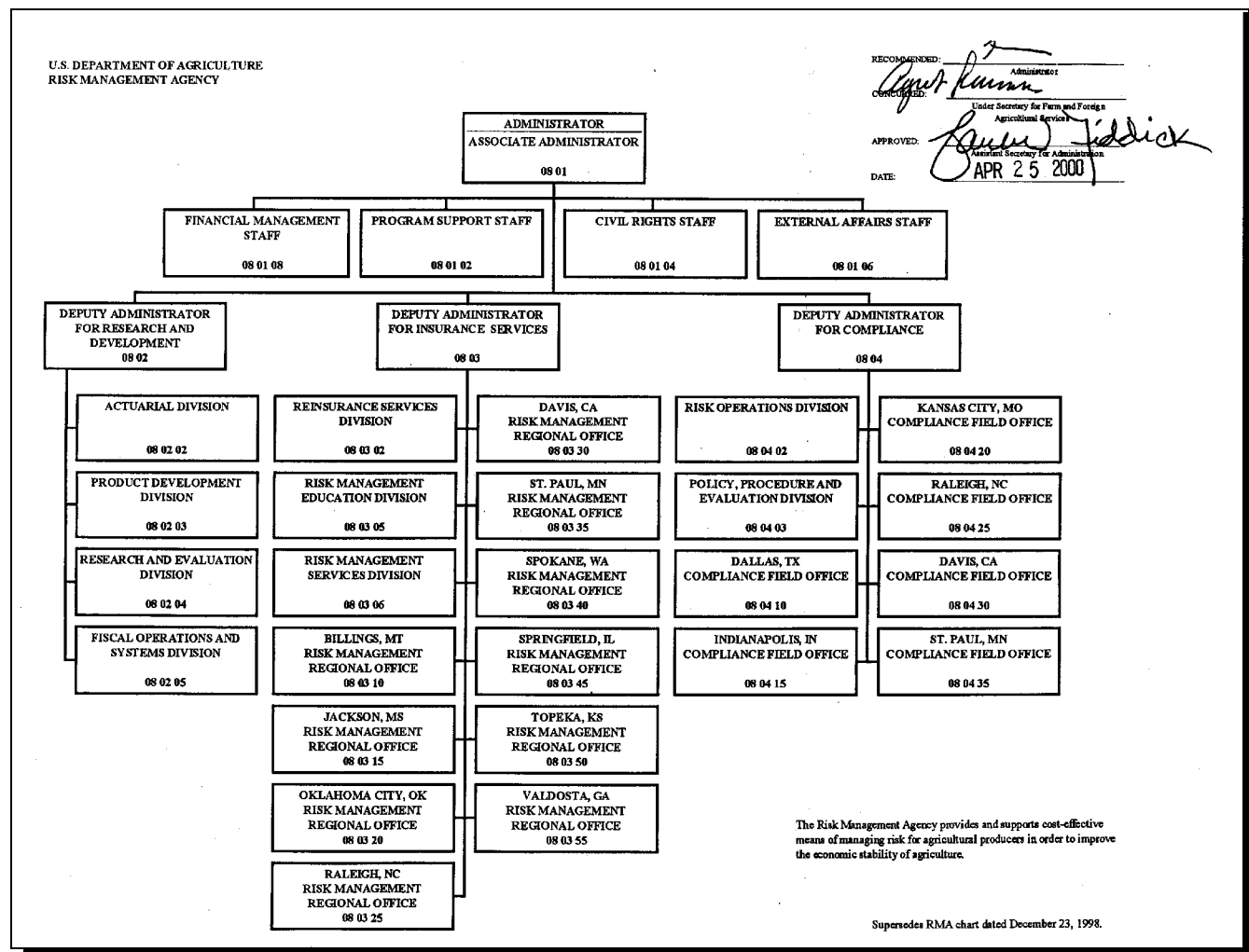
Following is the FAS organizational chart.



Approved Organizational Charts for FSA, FAS, and RMA (Continued)

C Approved RMA Organizational Chart

Following is the RMA organizational chart.



Information To Be Included in the Transmittal Memorandum

Element	Information Required	Level of Detail
Budgetary impact	Describe how one-time and continuing costs will be budgeted.	<p>If funds are to be transferred from another Agency unit, describe in detail the effect on the losing unit.</p> <p>If additional funding is required, identify:</p> <ul style="list-style-type: none"> • the amount of increased funding • the proposed method of acquiring the increased funds.
Staffing impact	Describe the expected effect of the proposed changes on staffing levels for units affected by the reorganization.	<p>If implementation of the proposed changes requires an increase in employment ceiling, describe:</p> <ul style="list-style-type: none"> • how the proposed changes will affect grade levels • whether there will be a negative effect on minorities or women. <p>Note: If a negative effect is expected, include a detailed explanation of the action planned to offset the negative effect.</p>
Delegation of Authority	Describe the extent to which the proposed changes will affect the policy on the delegation of authority in subparagraph 1 C.	<p>If the organizational proposal requires changes to the basic delegations of authority in 7 CFR Part 2:</p> <ul style="list-style-type: none"> • include these changes in the description • submit a draft of the changes to 7 CFR Part 2 with the proposal.

Instructions for Preparing Organizational Charts

A Preparing Proposed Organizational Charts

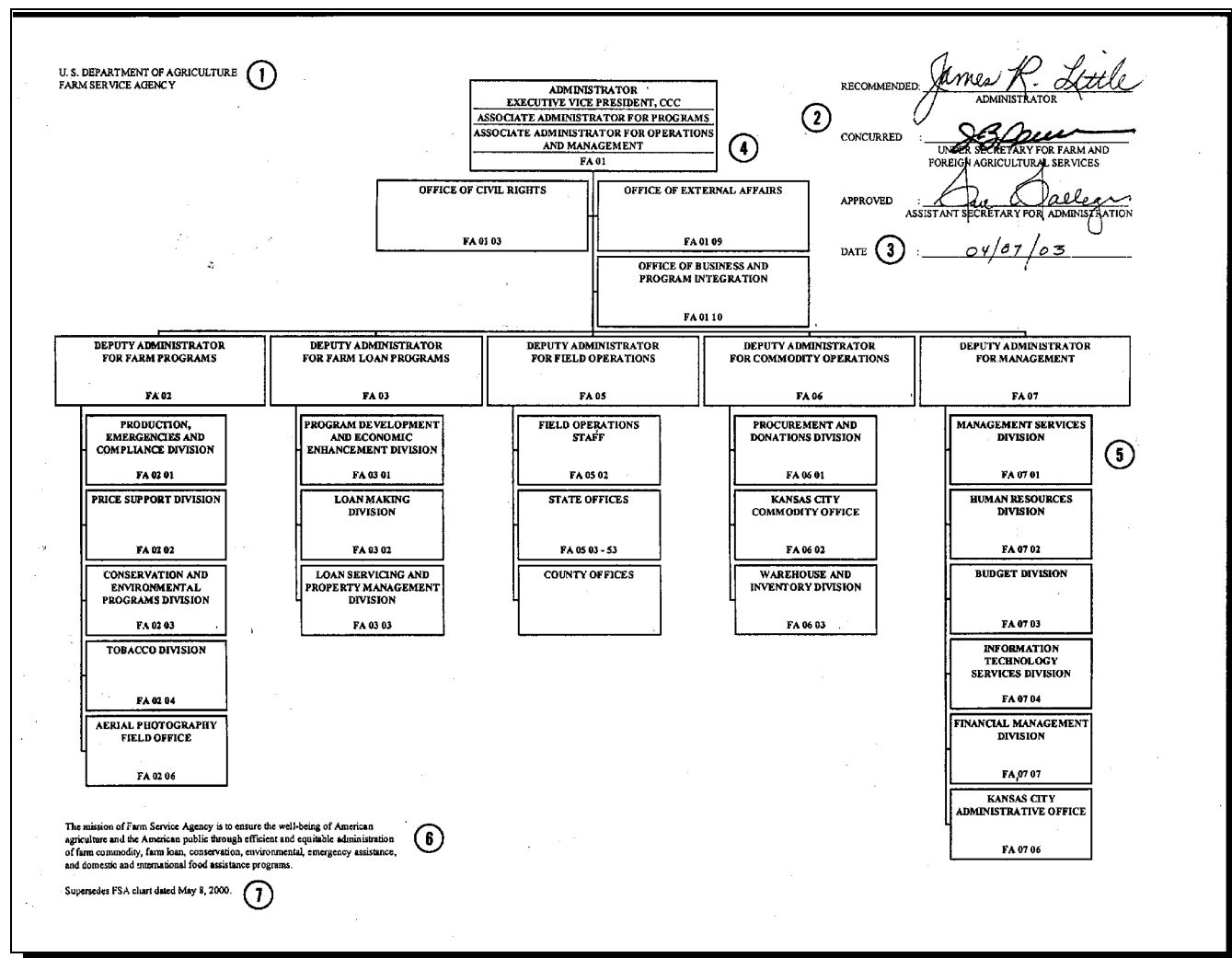
Prepare proposed organizational charts as follows.

Circled Number	Instruction
1	Include USDA and Agency name in the upper-left corner.
2	Include signature lines for recommending, concurring, and approving officials in the upper-right corner. Note: The chart will be signed by the Administrator before submission to OHRM.
3	Date of chart will be entered upon final approval of organization by the Assistant Secretary for Administration or designee.
4	Indicate the organizational structure code centered in each unit's block.
5	Show organizational units through the division or comparable level, and include field structures.
6	Include a statement of the Agency's mission in the lower left corner.
7	Indicate the date of the previously approved chart in the lower-left corner below the mission statement.

Instructions for Preparing Organizational Charts (Continued)

B Example of an Organizational Chart

Following is an example of an approved organizational chart.



Instructions for Preparing Functional Statements

A Preparing Functional Statements

Prepare functional statements as follows.

Circled Number	Reference	Instruction
1	Name of Agency or Office	Center the name of the Agency, division, or staff office. Note: The use of "U.S. Department of Agriculture" and the Agency name is only required on statements for the Office of the Administrator.
2	Agency and Unit Code	Identify the Agency code and appropriate unit code for each unit for which functional statements are prepared.
3	Assignment of Functions	Required for every unit, down to and including the division level. The purpose of the information appearing under this heading is to provide in as short, concise, and clear manner as possible, a description of the work for which the unit is responsible. This purpose should be the determining factor in making decisions concerning the organization, extent of detail, and wording used in describing assignments of functions.
4	Availability of Information	If the unit maintains information of public interest, a means of contacting the unit shall be described under this heading. If the unit is an agency and has rules published, a means of contacting the unit shall be described under this heading. If the unit is an agency and has rules published pursuant to the Freedom of Information Act (5 U.S.C. 552), these rules shall be cited. This heading is optional below the Agency level.
5	Regulations	Units which have published regulations in the Code of Federal Regulations for governing programs of public interest shall cite these regulations under this heading. This heading is optional below the Agency level.
6	CFR Citation	Functional assignments to agencies will be consistent with the delegation in 7 CFR Part 2. A CFR reference shall be cited for each function, as well as the law or other authority under which the activity is conducted. Legal citations are required only for the narrative statement for the office of an agency head and are optional below that level; they are, however, recommended.
7	Historical Documents	The laws, Executive Orders, Secretary's Memoranda, or Code of Federal Regulations that (a) established the unit and delegated the functional authority to the agency head and (b) resulted in major organizational or functional changes in the unit should be cited under this heading. A description of documents with an introductory sentence is sufficient. This heading is optional below the Agency level.

Instructions for Preparing Functional Statements (Continued)

B Example of Functional Statement

Following is an example of a functional statement for the Office of the Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE

① FARM SERVICE AGENCY

② FA 01 - Office of the Administrator

A. Assignment of Functions ③

1. The Office of the Administrator of the Farm Service Agency provides overall direction and oversight of:

- a. Farm Programs

Formulates and develops policies and programs for administering production adjustment programs including acreage diversion for wheat, feed grains, upland and ELS cotton and rice; farm yields; and related program provisions; farm commodity and emergency loan programs, tobacco and peanut programs, conservation and environmental protection programs; and directs activities of the Aerial Photography Field Office.

- b. Farm Loan Programs

Formulates and develops policies and programs, and administers credit, outreach, and technical assistance to help farm families achieve economic security, produce a healthy and abundant supply of food and fiber, and conserve agricultural resources.

- c. Commodity Operations

Formulates and develops policies and programs, and directs the acquisition, inventory, storage, inspection, and merchandising of Farm Service Agency commodities.

- d. Field Operations

Directs the field delivery systems for farm, farm loan and commodity services and programs at the State and County Office levels.

Instructions for Preparing Functional Statements (Continued)

B Example of Functional Statement (Continued)

e. Administrative Programs

Formulates and develops policies and programs, and provides administrative management and support in management services, human resources, budget, financial management, and information technology services. Responsible for the development, presentation, justification and execution of FSA's multi-billion dollar program and administrative budgets, including farm loan and CCC programs.

2. Formulates and administers national farm commodity and related resource conservation and environmental programs; disaster and emergency assistance programs; and farm loan programs.
3. Provides overall policy and program direction for: the Agriculture Market Transition Act (AMTA), price support, and commodity and facility loan programs; farm ownership and operating loan programs; feed grain, wheat and cotton programs; disaster relief and emergency livestock feed assistance programs; agricultural conservation and environmental protection programs; and dairy indemnity programs.
4. Administers commodity procurement, storage, supply, transportation, handling, payment and related services in connection with programs under Title II of P.L. 480 and payment and related services for the Foreign Agricultural Service with respect to export subsidy operation under Title I and the export credit sales program.
5. Administers functions under the Defense Production Act and Federal Civil Defense Act relating to agricultural production; food processing, storage and distribution; distribution of farm equipment and fertilizer; rehabilitation and use of food and agricultural and related agribusiness facilities; and resources of the CCC.
6. Coordinates and prevents duplication of aerial photographic work within the Department of Agriculture.
7. Provides overall program direction for functions administered by the Office of Civil Rights, Office of External Affairs, and the Office of Business and Program Integration.

Instructions for Preparing Functional Statements (Continued)

B Example of Functional Statement (Continued)

8. Administers and coordinates outreach efforts for all FSA programs to enhance participation of small or limited resource farmers and ranchers and ensure equal access to programs to acquire and maintain economic viability for family farmers and ranchers.
9. Addresses concerns of minority and socially disadvantaged farmers to provide another avenue to seek technical assistance and information, particularly as it relates to USDA loan applications.
10. Administers the Agricultural Foreign Investment Disclosure Act of 1978.
11. Monitors and coordinates administrative appeal activities, developing administrative appeals policy and assisting the Office of the General Counsel and the U.S. Department of Justice concerning administrative appeals and litigation involving FSA and CCC. Monitors and coordinates FOIA appeal activities for FSA and CCC.
12. The Associate Administrator for Operations and Management provides direction and oversight of programs and operations under the Deputy Administrator for Commodity Operations, and the Deputy Administrator for Management.
13. The Associate Administrator for Programs provides direction and oversight of farm, farm loan programs under the Deputy Administrator for Farm Programs and the Deputy Administrator for Farm Loan Programs; in addition to program delivery for state and county offices and activities related to outreach and program coordination under the Deputy Administrator for Field Operations.
14. Administers the activities of the Commodity Credit Corporation (CCC), the government organization charged with implementing the commodity stabilization functions of the Department of Agriculture, through the personnel and facilities of the Farm Service Agency. The FSA Administrator, who serves as Executive Vice President of the CCC, oversees the performance of fiscal, accounting, and claims functions related to CCC programs.

Instructions for Preparing Functional Statements (Continued)

B Example of Functional Statement (Continued)

B. Availability of Information ④

Information concerning FSA programs may be obtained from each FSA field office and each FSA office and division in Washington D.C., or from the Administrator, Farm Service Agency, U.S. Department of Agriculture; 1400 Independence Ave, SW, STOP 0501; Washington, DC 20250-0501.

C. Regulations ⑤

Regulations governing FSA and CCC programs may be found in Title 7, Code of Federal Regulations, Parts 700 through 799 and Parts 1400 through 1499. ⑥

D. Historical Documents ⑦

For creation and major changes in the organization and mission of the Farm Service Agency and Commodity Credit Corporation, see:

- a. Department of Agriculture Reorganization Act of 1994, P.L. 103-354
- b. 5 U.S.C. 301
- c. Reorganization Plan No. 2 of 1953
- d. Commodity Credit Corporation: Executive Order 6340, October 16, 1933.
- e. Reorganization Plan No. 2 of 1939
- f. Commodity Credit Corporation Charter Act (62 Stat. 1070; 15 U.S.C. 714), as amended
- g. Compilation of Statutes: Agriculture Handbook No. 476 revised as of 1978.

Supersedes statement dated May 4, 2002.

11/3/02

Level of Detail Required for Staffing Proposals

A Instructions for Preparing Staffing Proposals

Prepare staffing proposals as follows.

Circled Number	Instruction
1	Center the heading and the Agency name at the top of the page.
2	Include the organizational structure code and title of all units, at the division or comparable level and above, affected by the proposed changes.
3	Indicate, at the end of the title, if the unit is to be established or abolished.
4	List the title of all affected positions at GS-14 and above.
5	Show pay plan, occupation series, and grade for GS-11 and above. Indicate if the position is Schedule C. Combine GS-10 and below positions and show as "Other".
6	Show number of permanent, full-time positions, including vacancies. Note: Positions with the same title and grade may be grouped together.
7	Use actual annual salaries for filled positions. Calculate salaries for vacant positions at step 4 of the grade.
8	Show number of permanent, full-time employees.
9	Show budgeted positions and costs if the reorganization is approved.

Level of Detail Required for Staffing Proposals (Continued)

B Example of Staffing Table

Following is an example of a staffing table.

① Staffing
Farm Service Agency

④ Position Title	⑤ Pay Plan, Series, Grade	Current			⑨ Proposed	
		⑥ Positions Budgeted	⑦ Annual Costs (Thousands)	⑧ PFT Employees	Positions Budgeted	Annual Costs (Thousands)
② FA 01 Office of the Administrator						
Administrator	ES-6 ½	1	130	1	1	130
Deputy Administrator	ES-1 ½	1	113	1	1	113
Asst to the Administrator	GS-301-15	2	182	2	1	91
Other	Other	5	184	5	5	184
Unit Total		9	609	9	8	518
③ FA 01 01 Program Analysis Staff (To Be Established)						
Chief	GS-343-14	-	-	-	1	78
Other	GS-343-13	-	-	-	3	198
Other	GS-343-12	-	-	-	2	110
Other	GS-343-11	-	-	-	1	46
Other	Other	-	-	-	1	28
Unit Total		-	-	-	8	460
③ FA 01 11 0001 Management Analysis Division (To Be Abolished)						
Director	GS-343-15	1	91	1	-	-
Branch Chief	GS-343-14	4	312	4	-	-
Other	GS-343-13	7	462	7	-	-
Other	GS-343-12	5	275	5	-	-
Other	GS-343-11	3	138	3	-	-
Other	Other	6	168	6	-	-
Unit Total		26	1446	26	-	-

^{1/2} Schedule C positions.

Staffing Summary

A Staffing Summary

Prepare a summary of the staffing proposal as follows.

Circled Number	Instruction
1	Center the heading and the Agency name at the top of the page.
2	List pay plans and grades of GS-11 and above positions affected by the proposal. Note: Group GS-10 and below positions and show as “Other.”
3	Summarize number of currently budgeted positions at each grade level.
4	Summarize annual costs at each grade level.
5	Summarize current permanent, full-time employment at each grade level.
6	Summarize proposed budgeted positions at each grade level.
7	Summarize proposed annual costs at each grade level.
8	Indicate the difference between current and proposed positions and costs.

Staffing Summary (Continued)

B Example of Staffing Summary

Following is an example of a staffing summary.

① Staffing Summary
Farm Service Agency

② Pay Plan, Grade	Current			Proposed		⑧ Difference	
	③ Positions Budgeted	④ Annual Costs (Thousands)	⑤ PFT Employees	⑥ Positions Budgeted	⑦ Annual Costs (Thousands)	Positions Budgeted	Annual Costs (Thousands)
ES-6	1	130	1	1	130	0	0
ES-2	1	113	1	1	113	0	0
GS-15	3	273	3	1	91	-2	-182
GS-14	4	312	4	1	78	-3	-234
GS-13	7	462	7	3	198	-4	-264
GS-12	5	275	5	2	110	-3	-165
GS-11	3	138	3	1	46	-2	-92
Other	11	352	11	6	212	-5	-140
Unit Total	35	2055	35	16	978	-19	-1077